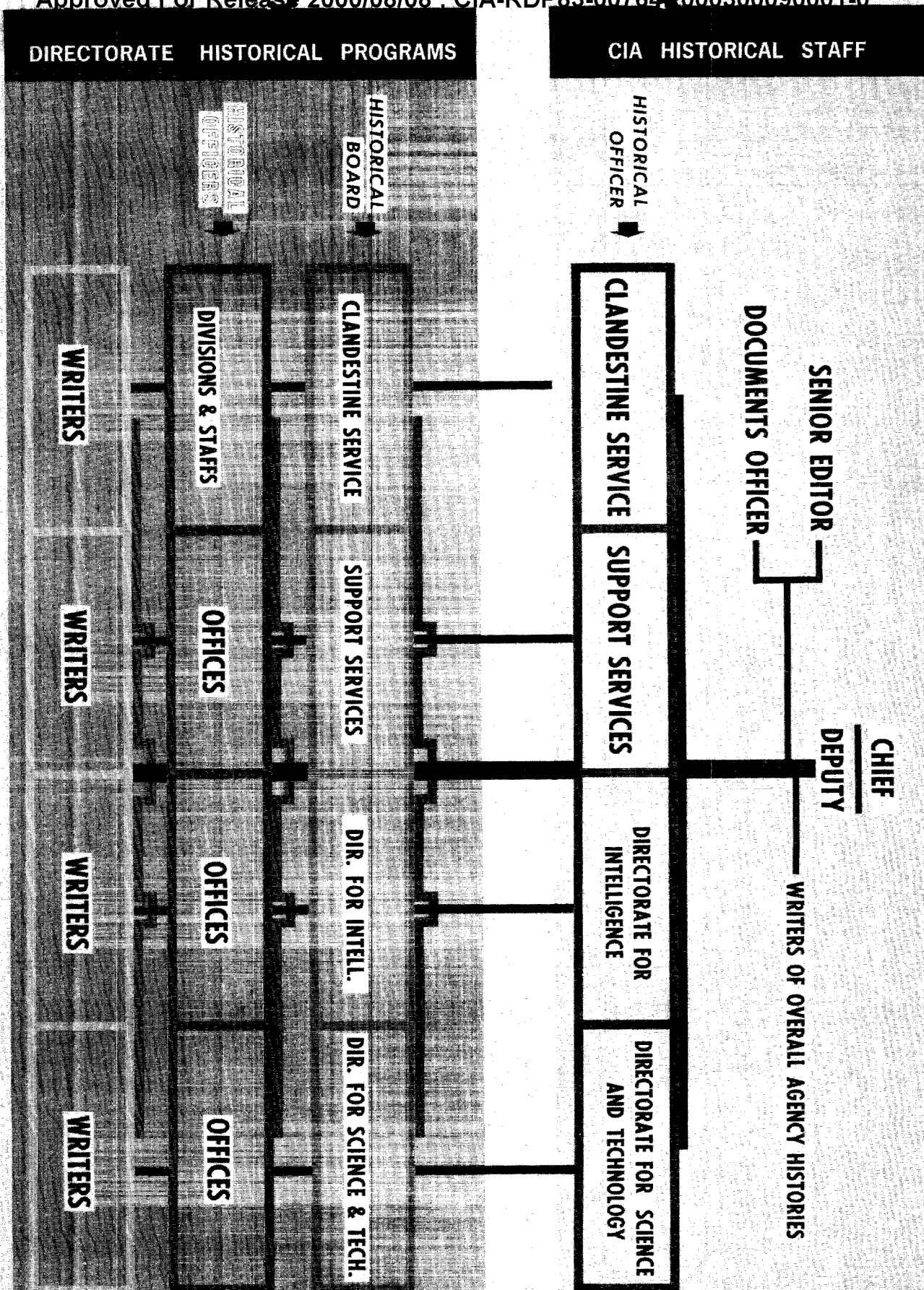


# CIA HISTORICAL PROGRAM

-organization

SECRET



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Approved For Release 2000/08/08 : CIA-RDP83-00764R000300090001-0

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## CIA HISTORICAL STAFF - functions

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### MANAGERIAL

PLANS, GUIDES, AND DIRECTS THE CIA HISTORICAL PROGRAM

MAINTAINS CONTROL LOGS OF ALL HISTORIES IN THE PROGRAM  
AND PREPARES PERIODIC PROGRESS REPORTS

### SUBSTANTIVE

WRITES SELECTED OVERALL GENERAL HISTORIES OF THE AGENCY

DIRECTS THE PLANNING, RESEARCH, AND WRITING OF OTHER  
OVERALL GENERAL HISTORIES

REVIEWS TOPICS, OUTLINES, DRAFTS AND FINAL VERSIONS OF  
COMPONENT HISTORIES

GIVES THE FINAL APPROVAL TO HISTORIES FOR ACCEPTANCE INTO  
THE CIA HISTORICAL PROGRAM

### SUPPORT

MAINTAINS A WIDE VARIETY OF RESEARCH TOOLS

INDEX OF SOURCE DOCUMENTS

DIRECTORIES OF COMPONENTS AND PERSONNEL

CHRONOLOGIES

MISCELLANEOUS HISTORICAL STUDIES

SETS AND MAINTAINS STANDARDS OF STYLE AND QUALITY  
FOR PUBLICATIONS

EDITS AND PUBLISHES OVERALL GENERAL HISTORIES

PROVIDES BIBLIOGRAPHIC AND EDITORIAL ASSISTANCE TO  
WRITERS OF COMPONENT HISTORIES

SUPERVISES PUBLICATION OF HISTORIES

TYPING

COVERS

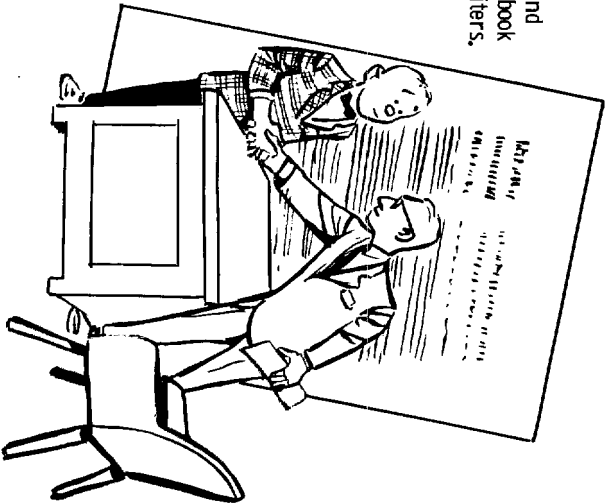
BINDING

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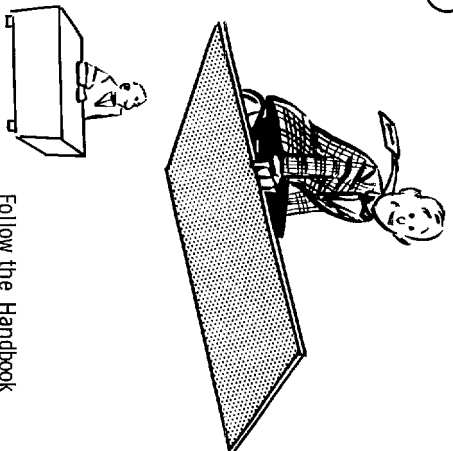
# Preparation of a CS Historical Paper

Assignment of task and presentation of Handbook for CS Historical Writers.

①



②



Follow the Handbook

③



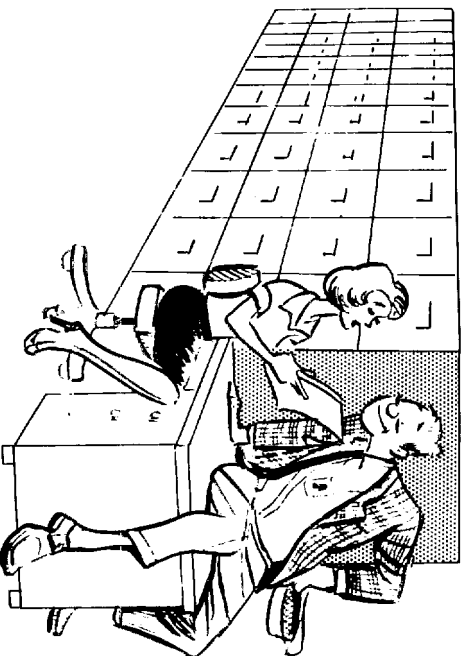
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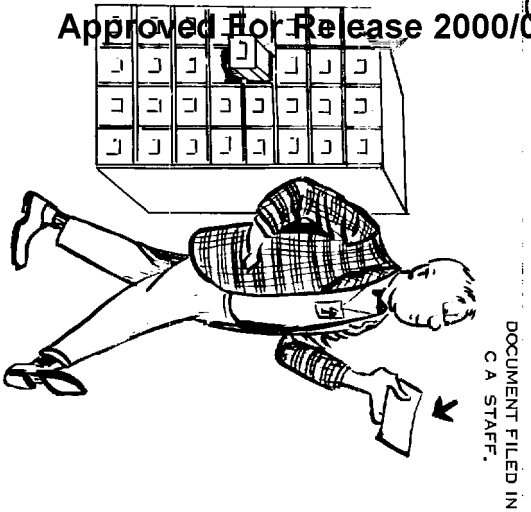
Prepare an outline.

⑤



Review Records Center holdings.

⑥

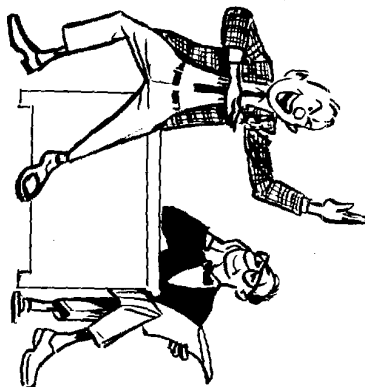


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Use the HS/CSG Indexes

7

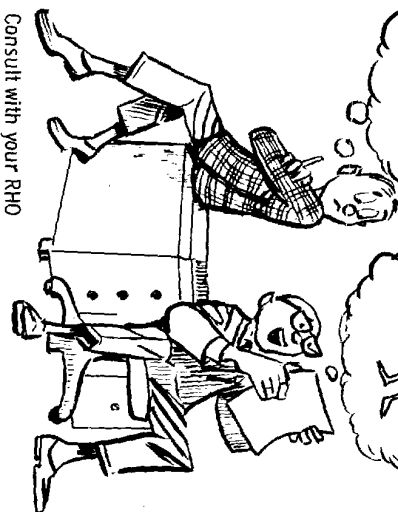
Check plan and outline with  
DDP Representative, Historical  
Staff.



Research and Debriefing of Others

8

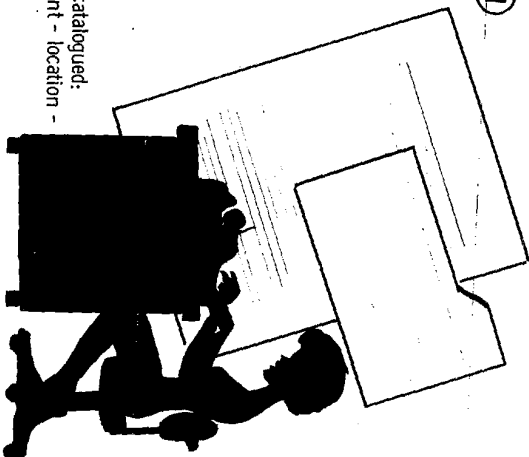
Handbook ??



Consult with your RHO

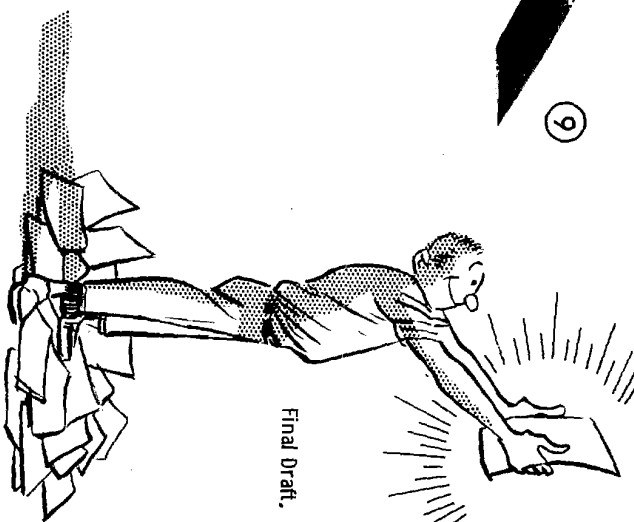
11

Finished paper catalogued:  
author - content - location -  
availability.



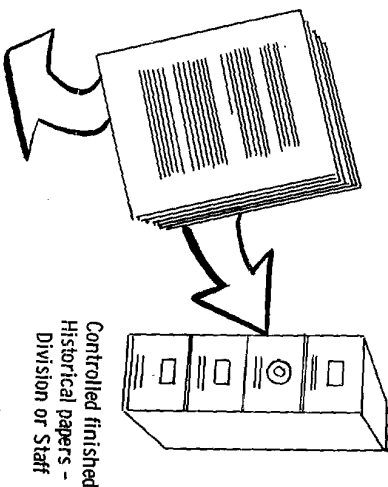
9

Final Draft.



12

DDP office copy



Controlled finished  
Historical papers -  
Division or Staff